

## DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by email to HR@dpme.gov.za (please quote the relevant post and reference number) or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- FOR ATTENTION** : Human Resource Admin & Recruitment
- CLOSING DATE** : 11 February 2022 @ 16:30
- WEBSITE** : [www.dpme.gov.za](http://www.dpme.gov.za)
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied by all qualifications, South African Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Only send documents related to the requirements in the advert. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/> The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021.

A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at [www.dpsa.gov.za](http://www.dpsa.gov.za)

### MANAGEMENT ECHELON

<b><u>POST 03/75</u></b>	:	<b><u>SECRETARY OF NATIONAL PLANNING REF NO: 02/2022</u></b> (5 Year Contract) NPC Secretariat
<b><u>SALARY</u></b>	:	R1 978 533 per annum (Level 16), (all-inclusive salary package). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria A relevant and appropriate post-graduate qualification (NQF8) plus a minimum of 10 years appropriate managerial experience (5 years of which must be with any Organ of State as defined in the Constitution, Act 108 of 1996). A Master's Degree (NQF 9) will be an added advantage. A good understanding of political, planning and governance issues. Good understanding of government across the three spheres. Knowledge of government prescripts, policies, administrative processes, practices, and programmes. A good understanding of the National Development Plan (NDP). Ability to foster and manage effective working arrangements with other centre of government departments to ensure co-ordinated and integrated actions. Willingness to travel on a regular basis. A valid driver's licence. Competencies & Skills: Management skills. Ability to build trust amongst relevant stakeholders at a high level. Well-developed interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation skills. Conflict management skills. Strategic and analytical skills. Financial management and project/programme management skills. Good computer literacy skills. People management and empowerment skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations.
<b><u>DUTIES</u></b>	:	The incumbent of the post will strategically lead and manage the National Planning Secretariat Branch by Institutionalizing and strengthening planning in government by facilitating development of sectoral plans, ensuring coherence between plans, policies and service delivery across government, ensuring high level priorities are fed into plans across all spheres of government and engage stakeholders on the output of the planning process to ensure buy-in. Developing medium-to long-term plans and collaborating with different national departments and other spheres on the development of provincial and local government plans. Supporting Clusters and inter-departmental task-teams in developing plans for cross-cutting government programmes. Conducting research on major cross-cutting issues to inform planning. Ensuring the provision of oversight, direction and regulation in respect of strategic and annual performance planning in government. Developing high level planning frameworks to guide detailed planning in departments, government agencies as well as provincial and local government. Leading the mobilisation of broad support for the NDP. Encouraging the contribution of various sectors to the implementation of the NDP. The incumbent of the post will also be responsible to provide technical, administrative and other support services to the National Planning Commission. Manage the budget of the branch in support of business goals and ensure consistent expenditure against plans over the financial year and management of staff.
<b><u>ENQUIRIES</u></b>	:	Ms S Mbeleki Tel No: (012) 312 0451